

# KEWEENAW BAY INDIAN COMMUNITY

## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## TREATMENT COUNSELOR

**Two (2) Full-time, Non-exempt positions**  
***[One (1) Female-only position]***

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Copy of valid, unrestricted Michigan Driver's License
- ☐ UMICAD Level 1 Test results
- ☐ CADC1 credentialing, if applicable
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

**Keweenaw Bay Indian Community**  
**Hannah Beesley, Personnel Director**  
**16429 Beartown Road**  
**Baraga, MI 49908**  
**Phone: 906-353-6623, ext. 4140 or 4176**  
**Fax: 906-353-8068**  
**Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)**

**Distribution Date:** April 21, 2016

**Closing Date:** May 5, 2016 at 4:00pm

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

**"Home of the Midnight Two-Step Championship"**

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### POSITION DESCRIPTION

#### **POSITION:**

#### **Treatment Counselor**

Full-time, Non-exempt position

#### **LOCATION:**

New Day Treatment Center, L'Anse, Michigan 49946

#### **SUPERVISORY CONTROL:**

Counseling Supervisor

#### **SALARY:**

Grade 8 (minimum starting wage = \$15.21/hour)

#### **QUALIFICATIONS:**

- Must possess High School Diploma or Equivalent. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.)
- Must possess a valid, unrestricted Michigan Driver's License; reliable vehicle; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles.
- Must possess a passing score on UMICAD (Upper Midwest Indian Council on Addictive Disorders) Level 1 Test.
- Pursuing a CADC 1 (Certified Alcohol Drug Counselor) through UMICAD and ultimately achieving CADC reciprocal level through MCBAP (Michigan Certification Board for Addiction Professionals).
- Be willing to further education in the counseling/substance abuse field.
- Four (4) years sobriety for a recovering substance abuser.
- Ability to legibly document client information.
- Knowledge of, or willingness to learn, Native American traditions.
- Ability to relate to both Native and non-Native clients.
- Must maintain strict confidentiality
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

#### **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent.

#### **VETERAN PREFERENCE:**

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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## **DUTIES AND RESPONSIBILITIES:**

1. Assume a caseload of five (5) to eight (8) clients.
2. Review and utilize client intake information.
3. Complete problems assessment process using results of written and verbal interviews; determine and request additional testing; explain client releases of information, both criminal & non-criminal.
4. Complete the treatment planning process outlining goals and activities, assign reading material used in treatment.
5. Complete a minimum of one formal one-to-one session per week with each assigned client to develop a treatment plan; progress toward goals and also be available for additional one-to-one counseling as needed.
6. Facilitate group activities as planned and assigned by supervisor.
7. Arrange for family counseling sessions as needed.
8. Plan with each client necessary termination goals; review with each client the treatment progress and develop an aftercare treatment plan which addresses support systems and appropriate referrals to assure a continuum of care.
9. Review case difficulties with supervisor or in a staff meeting with other counselors.
10. Maintain client files/documentation in regard to client progress, including CSAS and I.H.S. documentation.
11. Be available for bi-weekly staff meetings in addition to case conferences.
12. Provide weekend and holiday counseling coverage on a rotating basis with other counseling staff. Facilitate required groups on weekends and holidays.
13. Follow federal confidentiality guidelines.
14. Knowledge of Steps 1-5 of AA program and facilitate groups in these steps.
15. Knowledge of the 12 core functions.
16. Knowledge of various treatment modalities and utilize appropriately.
17. Complete required training for CADC qualifications and as directed by supervisor.
18. Sign and abide by a Counselor's Code of Ethics.
19. Other duties as assigned by supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**Distribution Date:** April 21, 2016

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Qualification Sheet

Name: \_\_\_\_\_ POSITION: **TREATMENT COUNSELOR**

**Please list your specific experience and knowledge in regards to the following qualifications:**

Must possess High School Diploma or Equivalent. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.)

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Must possess a valid, unrestricted Michigan Driver's License; reliable vehicle; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles.

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Must possess a passing score on UMICAD (Upper Midwest Indian Council on Addictive Disorders) Level 1 Test.

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Pursuing a CADC 1 (Certified Alcohol Drug Counselor) through UMICAD and ultimately achieving CADC reciprocal level through MCBAP (Michigan Certification Board for Addiction Professionals).

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Be willing to further education in the counseling/substance abuse field.

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Four (4) years sobriety for a recovering substance abuser.

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Qualification Sheet

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Knowledge of, or willingness to learn, Native American traditions.

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Ability to relate to both Native and non-Native clients.

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Must maintain strict confidentiality.

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